Requesting Access to ArcView software through ASAP

The standard GIS software for the department is the ESRI product, ArcView. ArcView is available to all users in the Wildwood campus.   Users must complete a separate ASAP to request access to the GIS data library.

SIGN IN into ASAP with your User id and password. (A link for ASAP is found on the department's Intranet page.)
If you want to submit a request form for yourself, choose the option "COMPLETING FOR SELF".

Who are you completing this ASAP request for?

- ⦿ COMPLETING FOR SELF
- ○ COMPLETING FOR OTHER EMPLOYEE

NEXT

If you are completing for another employee you will need to know that person's user ID and the last 4 digits of their SSN.

Please enter the Employees User ID and Last Four Digits Of S.S.N

User Id _____

Last Four Of S.S.N : _____

NEXT

Choose the Area Type: Computer and Network Request

-- Choose an Area Type-- ▼
-- Choose an Area Type--
COMPUTER AND NETWORK REQUEST
HEALTH APPLICATIONS
MAINFRAME(DDP-137)

From the list of Network Area Type, choose DHSS Employee Software.

-- Choose a Network Area Type-- ▼
-- Choose a Network Area Type--
DHSS EMPLOYEE NETWORK PRINTER REQUEST
DHSS EMPLOYEE NETWORK REQUEST
DHSS EMPLOYEE PC OR LAPTOP REQUEST
DHSS EMPLOYEE SOFTWARE
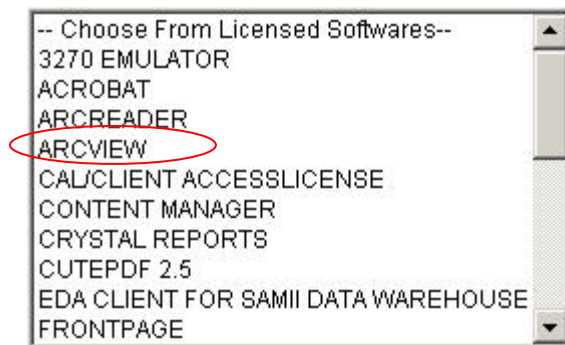DHSS NETWORK SECURITY REQUEST
LPHA REQUEST

For Request Type, Choose Add Access

-- Choose an Request Type-- ▼
-- Choose an Request Type--
ADD ACCESS
DELETE ACCESS

From the list of Install Software, choose Other.
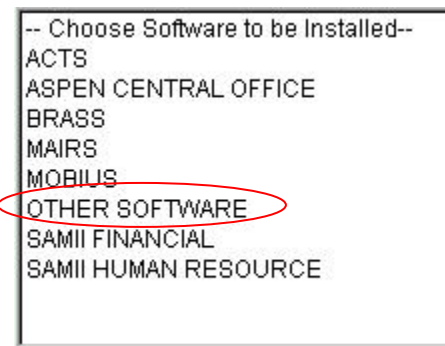
From the list of Licensed Software, Choose ArcView.

Workstation Info:

You should leave the PO number blank, as this software is licensed centrally, not based on individual purchases.

Tag Number: You must specify your computer tag number.

This can be found either as a sticker on your CPU, or by selecting the icon My Computer, doing a right – click, and selecting Properties. Select the Network Identification tab. Your full computer name is something like DHSS012345.dhss.state.mo.us. Based on this example, your computer tag is 012345.

You must click I Agree to the statement of understanding before you can proceed.

Once you agree to the statement, the Submit Form button will be activated.

Click the Submit Form button.

You may wish to print a copy of this form for you records.